

Carey, Sheila

From: McFadden, Elizabeth
Sent: December 22, 2004 12:41 PM
To: Winters, Deborah; Jones, C. Todd; Miller, Meredith; Wolfe, Christine; Wade, Maria; Saunders, Azalea; Vogel, Jonathan; Rosen, Jeff; Rodriguez, Blanca; Griffin, Charlesetta; Harding, Natasha; Carey, Sheila; Rudolph, Kim; McGrath, Jack; March, Greg; Gregory, Wava; Howard, Khriiss
Cc: Egan, Amy; Fuller, Carole
Subject: Review and Clearance -- AN FY 2005 -- Rehabilitation Capacity Building for Traditionally Underserved Populations

Attached are the clearance sheet and the Application Notice for FY 2005 for Rehabilitation Capacity Building for Traditionally Underserved Populations--Rehabilitation Capacity Building (RSA/OSERS) - CFDA No. 84.315B,C,D.

Please review the attached application notice and return your clearance sheet with your comments, if any, or e-mail your response and any comments to **Elizabeth McFadden (6E227 FB-6)**, and **Carole Fuller (6E206, FB-6)** by **January 4, 2005**.

Thank you,

Elizabeth McFadden



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Rehab.Cap.Building -



84.315BCD-05-AN.

doc

Approved 12/23/04

1820 0018 Exp. NS 2/28/07

Elizabeth A. M. McFadden
Assistant General Counsel
Division of Regulatory Services
Office of General Counsel
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Ph: (202) 401-8300 (Direct 401-6307)
Fax: (202) 260-5085
Email: Elizabeth.McFadden@ed.gov

APPLICATION NOTICE
REGULATIONS CLEARANCE SHEET
OFFICE OF THE GENERAL COUNSEL
DIVISION OF REGULATORY SERVICES (DRS)

DRAFT NO: 1

DATE: December 22, 2004

Please review the attached document, check the appropriate box below, sign, and return with your comments, if any, or e-mail your response and any comments to **Carole Fuller and Elizabeth McFadden** by the due date.

____ Ex. Sec. (Deborah Winters) 7C100
FB-6

____ ODS (C. Todd Jones) 7W206 FB-6

____ OUS (Meredith Miller) 7E320 FB-6

____ OUS (Christine Wolfe) 7E310 FB-6

____ Budget Service (Maria Wade) 5W311 FB-6

____ PPSS (Azalea Saunders) 6W224 FB-6

____ Deputy General Counsel for
Postsecondary & Regulatory Service
(Jonathan Vogel) 6E339 FB-6

____ Assistant General Counsel for
Regulations (Elizabeth McFadden) 6E227
FB-6

____ Program Attorney Jeff Rosen
Room 6E202 FB-6
Telephone 401-8316

____ OCFO (Blanca Rodriguez, Charlesetta
Griffin, Natasha Harding, GPOS), 3652
ROB-3)

____ IMG (Sheila Carey, Kim Rudolph) 4050
ROB-3

____ Khriss Howard, 4E255 FB-6 (e-Application
language)

____ Legislation & Congressional Affairs
(Jack McGrath) 6W332 FB-6

____ OSERS (Greg March) 5095 Potomac
Center Plaza

____ Wava Gregory, 5W117 FB-6

Program Contact: _____ Program Scheduler: Amy Egan

Check one:

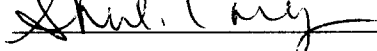
- ☒ Approved
☐ Approved subject to minor changes noted.
☐ Not approved -- see comments.

TYPE AND TITLE Application Notice - FY 2005 - Rehabilitation Capacity Building

For Traditionally Underserved Populations-Rehabilitation Capacity Building

RETURN TO: Carole L. Fuller
(inbox - Room 6E217 FB-6 or
office - Room 6E206 FB-6)

DUE DATE: January 4, 2005

SIGNATURE: 

DATE: 12/23/04

NOTE: _____

computer i.d. 84.315BCD-05-AN

CFDA Nos 84.315B, C, D

4000-01-U

DEPARTMENT OF EDUCATION

Office of Special Education and Rehabilitative Services

Overview Information

Rehabilitation Capacity Building for Traditionally

Underserved Populations - Rehabilitation Capacity Building

Notice inviting applications for new awards for fiscal year

(FY) 2005

Catalog of Federal Domestic Assistance (CFDA) Number:

84.315 B, C, and D

Dates:

Applications Available: (INSERT DATE OF PUBLICATION IN
THE FEDERAL REGISTER).

Deadline for Transmittal of Applications: (INSERT DATE 45
DAYS AFTER PUBLICATION IN THE FEDERAL REGISTER).

Deadline for Transmittal of Applications: (INSERT 90 DAYS
AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Eligible Applicants: State agencies and other public or
nonprofit agencies and organizations, including Indian
tribes and institutions of higher education, are eligible
for assistance under the Rehabilitation Capacity Building
program. However, for priorities 1 and 2, the eligible
applicants are restricted to minority entities and Indian
tribes only as defined under section 21.

Estimated Available Funds: The Administration has requested \$2,530,000 for the Rehabilitation Capacity Building for Traditionally Underserved Populations - Rehabilitation Capacity Building program for FY 2005. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program. Funds under this competition will be used to support projects in FY 2005.

Estimated Range of Awards: \$200,000 - \$300,000

Priority 1 - CFDA 84.315B - 1 award - \$250,000-\$300,000

Priority 2 - CFDA 84.315C - 4 awards - \$200,000-\$225,000

Priority 3 - CFDA 84.315D - 5 awards - \$200,000-\$250,000

Estimated Average Size of Awards: \$300,000

Estimated Number of Awards: 10

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Rehabilitation Capacity Building program provides financial assistance for projects that provide training, technical assistance, or related

activities to improve services provided under the Rehabilitation Act of 1973, as amended, (Act) especially services provided to individuals from minority backgrounds. Section 21 speaks to enhancing the capacity and increasing the participation of "minority entities" in programs funded under the Act. "Minority entity" is defined under section 21(b)(5) as a historically Black college or university, Hispanic-serving institution of higher education, American Indian tribal college or university, or another institution of higher education whose minority student enrollment is at least 50 percent.

Supplementary Information: Under section 21 of the Act, only three types of awards can be made as follows: (1) section 21(b)(2)(A)—awards to minority entities and Indian tribes to carry out activities under programs authorized under titles II, III, VI, and VII of the Act. (2) section 21(b)(2)(B)—awards to minority entities and Indian tribes to conduct research, training, technical assistance, or a related activity to improve services provided under the Act, especially services provided to individuals from minority backgrounds. (3) section 21(b)(2)(C)—awards to a State or a public or private nonprofit agency or organization, such as an institution of higher education or an Indian tribe, to provide outreach and technical

assistance to minority entities and Indian tribes to promote their participation in activities funded under the Act, including assistance to enhance their capacity to carry out those activities.

Under this competition we are particularly interested in applications that address the following invitational priorities.

Invitational Priorities: For FY 2005 and any subsequent year in which we make awards on the basis of the funding slate from this competition, these priorities are invitational priorities. Under 34 CFR 75.105 (c)(1) we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

These priorities are designed to meet the priorities in the notice of final priorities for this program, published in the Federal Register on May 9, 2002 (67 FR 31700). The priorities are as follows:

Priority 1 (CFDA 84.315B)—Community Rehabilitation Programs

We will fund a project that meets the priority. A project funded must meet the requirements in section 21(b)(2)(B) of the Act.

A project must—

- Focus on referring more minorities currently served by community rehabilitation programs having service agreements, as well as those not having service agreements, to the vocational rehabilitation system;
- Target community rehabilitation programs serving minorities with disabilities;
- Create partnerships with community rehabilitation programs that serve significant numbers of minorities with disabilities;
- Provide training on diversity;
- Identify effective practice models for service provision to unserved and underserved populations;
- Disseminate those models across the United States to community rehabilitation program sites used by minority persons with disabilities;
- Disseminate information about the vocational rehabilitation program and its potential benefits to minorities and other appropriate community agencies and organizations involved in community outreach activities;
- Enhance the capacity of clinics and outreach personnel to detect and respond to potential clients and consumers who are reluctant to enter the vocational rehabilitation system;

- Employ marketing strategies to highlight the vocational rehabilitation program in minority communities;
- Include an evaluation component based upon clear, specific performance and outcome measures; and
- Report the results of the evaluation in its annual performance report.

Priority 2 (CFDA 84.315C)—Establishing New Rehabilitation Training Programs

We will fund projects that meet the following priority. Projects funded must meet the requirements in section 21 (b) (2) (B) of the Act.

Projects must—

- Enhance and increase the capacity of minority institutions of higher education and Indian tribes to prepare more individuals for careers in the public vocational rehabilitation program, including individuals from minority backgrounds;
- Be located at minority institutions of higher education, including community colleges whose minority student enrollment is at least 50 percent, that are interested in establishing new first-time rehabilitation training programs at the associate, undergraduate, graduate and doctoral degree levels;

- Include an evaluation component based upon clear, specific performance and outcome measures; and

- Report the results of the evaluation in its annual performance report.

Priority 3 (CFDA 84.315D)–Capacity Building for Minority Entities

We will fund projects that meet the priority. Projects funded must meet the requirements in section 21(b)(2)(C) of the Act.

Projects must–

- Provide outreach, capacity building, and technical assistance to minority entities and Indian tribes to promote their participation in activities funded under the Act, including assistance to carry out those activities;

- Provide a variety of training and technical assistance activities, including grant writing workshops that focus on RSA and National Institute on Disability and Rehabilitation Research discretionary grant programs, the peer review process, selection criteria, training on disability legislation (i.e. Americans with Disabilities Act, Rehabilitation Act, etc.), and technical assistance to minority entities and Indian tribes that are first-time

recipients of grants funded under the Act in order to increase their ability to carry out their grants;

- Include an evaluation component based upon clear, specific performance and outcome measures; and
- Report the results of the evaluation in its annual performance report.

Program Authority: 29 U.S.C. 718(b)

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 85, and 86.

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

II. Award Information

Estimated Available Funds: The Administration has requested \$2,530,000 for the Rehabilitation Capacity Building for Traditionally Underserved Populations - Rehabilitation Capacity Building program for FY 2005. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Funds under this competition will be used to support projects in FY 2005.

Estimated Range of Awards: \$200,000 - \$300,000

Priority 1 - CFDA 84.315B - 1 award - \$250,000-\$300,000

Priority 2 - CFDA 84.315C - 4 awards - \$200,000-\$225,000

Priority 3 - CFDA 84.315D - 5 awards - \$200,000-\$250,000

Estimated Average Size of Awards: \$300,000

Estimated Number of Awards: 10

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 60 months.

III. Eligibility Information

1. Eligible Applicants: State agencies and other public or nonprofit agencies and organizations, including Indian tribes and institutions of higher education, are eligible for assistance under the Rehabilitation Capacity Building program. However, for priorities 1 and 2, the eligible applicants are restricted to minority entities and Indian tribes only as defined under section 21.

2. Cost Sharing or Matching: Cost sharing is not required. Under 34 CFR 75.562, it is not possible for grantees to identify the difference between a negotiated indirect cost rate and the eight percent maximum indirect cost rate

applicable to training grants as the non-Federal share of the cost of a project.

IV. Application and Submission Information

1. Address to Request Application Package:

Education Publications Center (ED Pubs), P.O. Box 1398, Jessup, MD 20794-1398. Telephone (toll free): 1-877-433-7827. FAX: (301) 470-1244. If you use telecommunications device for the deaf (TDD), you may call (toll free): 1-877-576-7734.

You may also contact ED Pubs at its Web site:

www.ed.gov/pubs/edpubs.html or you may contact ED Pubs at its e-mail address: edpubs@inet.ed.gov

If you request an application from ED Pubs, be sure to identify this competition as follows: CFDA number 84.315B, C, and D.

Individuals with disabilities may obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the Grants and Contracts Services Team, U. S. Department of Education, 400 Maryland Avenue SW., Room 5075, Potomac Center Plaza Building, Washington, DC 20202-2550. Telephone: (202) 245-7363. If you use a telecommunications device for the deaf (TDD), you may call

the Federal Information Relay Service (FIRS) at 1-800-877-8339.

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program competition.

Part III of the application, the application narrative, is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit Part III to the equivalent of no more than 50 pages, using the following standards:

- A "page" is 8.5" x 11," on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications;

or the one-page abstract, the resumes, the bibliography, or the letters of support. However, you must include all of the application narrative in Part III.

We will reject your application if--

- You apply these standards and exceed the page limit;
- or
- You apply other standards and exceed the 50-page limit in Part III of the application narrative.

3. Submission Dates and Times:

Applications Available: (INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Deadline for Transmittal of Applications: (INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER).

Applications for grants under this competition may be submitted by mail or hand delivery (including a commercial carrier or courier service), or electronically using the Electronic Grant Application System (e-Application) available through the Department's e-GRANTS system. For information (including dates and times) about how to submit your application by mail or hand delivery, or electronically, please refer to Section IV. 6. Other Submission Requirements in this notice.

We will not consider an application that does not comply with the deadline requirements.

Deadline for Intergovernmental Review: (INSERT 90 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER).

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: None.

6. Other Submission Requirements: Applications for grants under this competition may be submitted electronically or in paper format by mail or hand delivery.

a. Electronic Submission of Applications.

If you submit your application to us electronically, you must use e-Application available through the Department's e-Grants system, accessible through its portal page at: <http://e-grants.ed.gov>.

While completing your electronic application, you will be entering data online that will be saved into a database.

You may not e-mail an electronic copy of a grant application to us.

Please note the following:

- Your participation in e-Application is voluntary.
- You must complete the electronic submission of your grant application by 4:30 p.m., Washington, DC time, on the application deadline date. The e-Application system will not accept an application for this competition after 4:30 p.m., Washington, DC time on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.

- The regular hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday, Washington, DC time. Please note that the system is unavailable on Sundays, and after 7:00 p.m. on Wednesdays for maintenance, Washington, DC time. Any modifications to these hours are posted on the e-Grants Web site.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you submit your application in paper format.

- You must submit all documents electronically, including the Application for Federal Education

Assistance(ED 424), Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- Your e-Application must comply with any page limit requirements described in this notice.

- Prior to submitting your electronic application, you may wish to print a copy of it for your records.

- After you electronically submit your application, you will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).

- Within three working days after submitting your electronic application, fax a signed copy of the Application for Federal Education Assistance (ED 424) to the Application Control Center after following these steps:

1. Print ED 424 from e-Application.

2. The applicant's Authorizing Representative must sign this form.

3. Place the PR/Award number in the upper right hand corner of the hard copy signature page of the ED 424.

4. Fax the signed ED 424 to the Application Control Center at (202) 245-6272.

- We may request that you give us original signatures on other forms at a later date.

Application Deadline Date Extension in Case of System

Unavailability: If you are prevented from submitting your application on the application deadline date because the e-Application system is unavailable, we will grant you an extension of one business day in order to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

1. You are a registered user of e-Application and you have initiated an e-Application for this competition; and

2. (a) The e-Application system is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time on the application deadline date;

- (b) The e-Application system is unavailable for any period of time between 3:30 p.m. and 4:30 p.m., Washington, DC time on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgement of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If the system is

down and therefore the application is extended, an e-mail will be sent to all registered users who have initiated an e-Application.

Extensions referred to in this section apply only to the unavailability of the Department's e-Application system. If the e-Application system is available, and, for any reason, you are unable to submit your application electronically or you do not receive an automatic acknowledgment of your submission, you may submit your application in paper format by mail or by hand delivery in accordance with the instructions in this notice.

b. Submission of Paper Applications By Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must send the original and two copies of your application on or before the application deadline date to the following address:

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: CFDA Number: 84.315B, C, and D
400 Maryland Avenue, SW.
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center – Stop 4260
Attention: CFDA Number: 84.315B, C, and D
7100 Old Landover Road
Landover, MD 20785-1506

You must show proof of mailing consisting of one of the following:

1. A legibly dated U.S. Postal Service postmark;
2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service;
3. A dated shipping label, invoice, or receipt from a commercial carrier; or
4. Any other proof of mailing acceptable to the U.S. Secretary of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

1. A private metered postmark, or
2. A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: Applicants should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before

relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original and two copies of your application on, or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: CFDA Number: 84.315B, C, and D
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department:

1. You must indicate on the envelope and--if not provided by the Department--in Item 4 of the Application for Federal Education Assistance (ED 424) the CFDA number - and suffix letter, if any - of the competition under which you are submitting your application.

2. The Application Control Center will mail a Grant Application Receipt Acknowledgment to you. If you do not receive the notification of application receipt within 15 days from the mailing of your application, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may also notify you informally.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and a financial expenditure information as specified by the Secretary in 34 CFR 75.118.

4. Performance Measures: The Government Performance and Results Act (GPRA) of 1993 directs Federal departments and agencies to improve the effectiveness of their programs by engaging in strategic planning, setting outcome-related goals for programs, and measuring program results against their goals. The Capacity Building for Traditionally Underserved Populations Program is designed to enhance the capacity and increase the participation of minority institutions in programs that are funded under the Act, as well as to improve the delivery of vocational rehabilitation services to people with disabilities, especially people with disabilities from minority backgrounds.

Each grantee must report annually on this information.

VII. Agency Contact

For Further Information Contact: Ellen Chesley, U.S.

Department of Education, 400 Maryland Avenue, SW., room
5018, Potomac Center Plaza, Washington, DC 20202-2800.

Telephone: (202) 245-7300 or by e-mail:

Ellen.Chesley@ed.gov.

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed in this section.

VIII. Other Information

Electronic Access to This Document: You may view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office

(GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: www.gpoaccess.gov/nara/index.html

Dated:

John H. Hager,
Assistant Secretary for
Special Education and
Rehabilitative Services.